



DUTY STATEMENT

Classification: Staff Information Systems Analyst		Position Number: 180-1312-013
Division/Office/Section: AFITS/ITS/DORIIS Support Section		
Location: Sacramento	Effective Date:	
Employee's Name:	Supervision Exercised: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Supervisor's Name:		
Collective Bargaining Identifier (CBID): R 01		

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing if both appropriate) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools and equipment; complete assignments in a timely and efficient manner; and, adhere to department policies and procedures regarding attendance, leave, and conduct.

POSITION DESCRIPTION:

The DORIIS Operations Lead is a Staff Information Systems Analyst (Specialist) under the general supervision of the ITSB Branch Chief. DORIIS Operations Lead will perform a wide variety of highly complex technical assignments involving the ongoing design, development, enhancement, testing, and implementation of the Division of Recycling Integrated Information System (DORIIS). The incumbent will monitor Portal activity and ensure all Portal transactions are accurately entered, stored, and processed and provide consistent, predictable, and acceptable levels of availability and functionality to DORIIS users. Ensure all user, organization, contact, and related data conforms to business rules, and are stored so as to ensure accurate use and reporting. The incumbent will review, assist in functional design of, and approve all fixes and improvements to DORIIS. Incumbent will ensure that the Portal operations are fast, secure and efficient, and that all development follows the standards and practices set forth by the department's information technology management staff. Exercise initiative in analyzing and resolving complex and controversial issues.

ESSENTIAL FUNCTIONS

40%

Data integrity

Ensure data integrity of participant transaction and party data in DORIIS and Business Views by creating and regularly running routines, queries, and validations; develop data standards and ensure they are adhered to; ensure accurate reporting by staff, Accounting, Legal office, Management, etc. Develop data views, standardized queries and reports necessary for use by staff and/or outside agencies. Independently conduct complex and difficult analysis, create reports and present findings to management. Independently evaluate alternative data storage options and that enterprise needs are met. Work quickly in an unsupervised atmosphere to provide research and/or evaluations on short-term and highly controversial and complex projects.

30%

Continuing Portal Development

Prioritize and oversee development, design, and implementation of new systems, methods and tools related participant reporting and payment modules in DORIIS. Independently perform complex analyses on potential alterations, customizations, or enhancements to DORIIS due to changes in legislation, regulation, policy, or procedure. Research issues affecting participants and coordinate work of contractors to develop Oracle and other options and solutions. Ensure maximum functionality to participants by using all available tools and software. Develop recommendations and present to management regarding changes to DORIIS. Put in place and monitor necessary controls to ensure data security and integrity, and to minimize opportunities for Program fraud.

20%

Portal Usage

Develop methodologies to allow CalRecycle to achieve 100% Portal usage by program participants; oversee the recruitment and enrollment of new users to DORIIS; ensure information regarding existing DORIIS users is accurate, secure, organized and regularly maintained; produce management reports regarding DORIIS availability, usage and throughput. During development of new software and/or functionality, the incumbent will oversee the testing and debugging of DORIIS processes. Oversee DORIIS Help Desk operations, track ticket creation and provide monthly metrics regarding issue categories.

MARGINAL FUNCTIONS

10%

Ancillary system support

Support the use and integration of DORIIS data with external data systems. Ensure proper functioning of interfaces to, and from the Business Views, GIS, Image and external storage libraries.